



Academic Instructor Holden Forests & Gardens

Opportunity:

The Education Department seeks an organized, creative, and friendly team member to support the Academic Programs. The primary responsibility of the Academic Contract Instructor position is to facilitate academic programs for grades PreK-12. Instructors will be responsible for prepping and delivering materials and programs as needed. Individuals who are passionate about the outdoors, friendly, flexible, and enjoy sharing information with the public should apply.

Position Details:

- Contract Position
- Location: Holden Arboretum campus
- Opportunity to work a maximum of 32 hours per week
- \$15/hour
- Excellent opportunity for individuals seeking employment in a nature-related field to acquire experience in educating young people within an outdoor environment

Key Responsibilities:

Key responsibilities of the ***Academic Contract Instructor*** include, but are not limited to:

- Support Holden Forests & Gardens' mission, vision, values, and core commitment to the visitor experience and community engagement
- Support programs at the Arboretum campus or Cleveland Botanical Garden
- Lead 1 to 4-hour programs
- Greet and welcome guests upon arrival at the Holden Arboretum • Act as a point of contact for the school duration of the program
- Provide friendly, clear, and courteous customer service to encourage return visitation
- Contribute positively to a team of seasonal staff, volunteers, and others
- Maintain the appearance, cleanliness, and safety of workspaces and facilities
- Perform other duties as assigned

Qualifications and Skills:

- Experience working with children in an outdoor and/or educational setting
- Must enjoy working with the public, including students and teachers
- Effective and appropriate verbal and written communication
- Ability to work within a team and be self-motivating when working individually
- Ability to take the initiative and problem-solve • A positive attitude and high enthusiasm
- Must have a flexible schedule
- Must pass a criminal background check

Physical Requirements

- Must be able to perform with or without reasonable accommodation:
- Ability to walk/hike for at least a 2-hour duration
- Ability to understand basic instructions using the English language
- Stand and/or sit for extended periods of time
- Perform tasks in all weather conditions; temperatures may range from 0-100 F
- Effective vision and hearing
- Hand and arm dexterity
- Walk and work on wet, uneven, slippery terrain
- Kneel, bend, stoop, grab, and reach
- Regular lifting and carrying of up to 30 pounds, occasionally 45 pounds
- Maintain a valid driver's license and an acceptable driving record

Apply:

Review of applications will begin immediately and continue until the position is filled.

Qualified applicants should submit a résumé and a list of references to bthompson@holdenfg.org. Please write in the Subject: Academic Instructor Application.

Holden Forests & Gardens is an equal opportunity employer and values an authentic sense of belonging at all levels of the organization, including staff, volunteers, Board of Directors, and visitors. HF&G believes that working toward an equitable culture that values all perspectives enriches the work environment, helping achieve our goal to build a greener and healthier Northeast Ohio. We are working to create and sustain a supportive environment and sense of belonging for people of all backgrounds. HF&G promotes an equitable approach in its hiring, retention, and promotion; in Board recruitment efforts; and in community partnerships and programming.